

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT

Minutes of the January 24, 2024, ESD Board Meeting

I. CALL TO ORDER

The board meeting was called to order by Board Chair Susan Albert at 11:57 am.

Board members present were Susan Albert, Marcia Henkle, Mary Kunkle, Richard Johnson, Larry MacGuffie, Michael Musick and Cathi Nelson. NCESD staff present included Superintendent Michelle Price; Deputy Superintendent Linda McKay; HR Director Suzanne Reister; Assistant Superintendent of Administrative Services Trisha Schock, Executive Director of Finance Jason Williams; Executive Director of Student Success and Learning Bill Eagle and Executive Assistant Heather Small.

Michelle took a moment to thank our board for their commitment, support and attention to detail.

II. CONSENT AGENDA

** It was moved by Richard and seconded by Cathi to approve the Consent Agenda as amended. Motion carried.

A. Approval of Minutes

Approved the minutes of the December 13, 2023 board meeting.

B. Approval of Financial Reports

Approved the financial reports as presented.

C. Approval of Vouchers and Payroll

The following warrant numbers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment. In addition, payroll amount \$1,785,663.96 for January.

December NCWWCT Special Co-op Warrant Register 801141987 totaling \$48,413.26

December Special AP Warrant Register 801141988 to 801141989 totaling \$13,096.43

December NCWWCT Special Co-op Warrant Register 801141990 totaling \$45,813.55

December Month-End Warrant Register 801141991 to 801142111 totaling \$211,491.69

December Co-op Month-End Warrant Register 801142112 to 801142114 totaling \$101,665.71

November Comp Tax Sales Tax Wire Transfer 202300028 totaling \$162.56

Void Warrant Register 801141758 to 801141758 totaling \$-23,773.69

Void/Reissue Warrant Register 801141274 to 801142012 totaling \$8,991.67

January NCWWCT Special Co-op Warrant Register 801142115 totaling \$48,272.44

January NCWWCT Special Co-op Warrant Register 801142117 totaling \$54,311.10

January Mid-Month Warrant Register 801142118 to 801142213 totaling \$281,966.96

January Co-op Mid-Month Warrant Register 801142214 to 801142215 totaling \$6,329.80

December Comp Tax Wire Transfer 202300029 totaling \$133.47

January NCWWCT Special Co-op Warrant Register 801142216 totaling \$66,676.00

January NCWWCT Special Co-op Warrant Register 801142217 totaling \$42,064.93

January Payroll amount was \$1,785,663.96

Warrant numbers and amount of expenses will be provided at the board meeting.

D. Personnel

New Hires

- Cristopher Allen, PT, effective January 9, 2024
- Alma Navarrete, MASH Social Worker, effective January 16, 2024
- Abraham Bray, Registered Behavior Technician, effective January 18, 2024

Resignations

- Breanne Williamson, effective December 31, 2023
- Jennifer Weeks (Retirement), effective August 31, 2024

Travel Requests

- Jennifer Chamberlain, iCon Conference, March 5-8, 2024, St Pete Beach, FL

Surplus

- None

III. PUBLIC COMMENTS AND COMMUNICATION

- There were no public comments or communication presented.

IV. STAFF REPORTS

A. Technology Services - Pete Phillips

- No report today

B. Human Resources and Crisis Co-op - Suzanne Reister

- Transitioned all staff to SEBB insurance over the last couple of months. The official transition to the new plan was January 1st and all ESD staff was converted over by December 31st.
- Have been working with Jason closely on the unemployment pool based on what we have been hearing from our districts.

C. Educational Services - Linda McKay

- Staff continue to be out in our districts as well as in the building for professional development.
- Bill, Ashley and Linda have recently been working with several district on comprehensive needs assessments and district supports.
- In February will launch Warden School districts first strategic planning session.
- Attendance and Reengagement Collaborative network meetings is currently happening. Working with Oroville, Entiat, Grand Coulee, Moses Lake and Wenatchee School Districts.
- We are in the process of becoming licensed to provide Behavioral Health Services with the goal to be up and running in the fall. We currently have

several staff that are licensed to provide those services. The goal is to not replace but to enhance services that are currently available to students. Also working with ESD 105 to partner on substance use disorders licensing.

- AESD- In cycle 3 of school improvement re-identification now through mid-March.
- Continue with Migrant champion work.
- We will be hosting an AI Cyber Security Summit in October at the Davenport Grand.
- AESD Assistant Superintendents will be doing an initiative review.
- We have two renewal accreditations coming up this spring for Cashmere and Lake Chelan.

D. Administrative Services (Internal) - Jason Williams

- Workers comp - districts are currently facing layoffs so currently reviewing the pool. Paul, Trish and Jason have all been reviewing numbers to provide to the actuaries.
- Monthly financials continue to look good. We are 33% of the way through with the budget year. We continue to be in a great financial position.
- Gearing up for the 2024-25 budget and starting projections.
- Jason provided handouts on ESD district reserves and a 5-year historical budget summary and discussed our current position with the board.
- Jason provided an ESD Bond fact sheet and the board discussed our current bonds, balances and a plan of action for repayment.

E. Administrative Services (External) - Trisha Schock

- Continuing to work closely with our districts. Three districts in the last few months that have declared a financial emergency, with many districts looking at reductions and layoffs.
- Currently working with WSIPC and the ICS team on creating a statewide migration team.

V. INFORMATION/ACTION

A. Policy No. 2905 Opioid Related Overdose Referral Programs (revision)

- This policy was previously adopted but we have added some clarifying language.

** It was moved by Richard and seconded by Mary to approve the changes to Policy No. 2905. Motion carried.

B. Policy No. 5253 Maintaining Professional Staff/Student Boundaries (first read)

- This was a first read on the policy and procedure.
- This is a brand-new policy to our agency based on a WSSDA model policy that has been review by legal counsel. As we have many SAPS and TVI employees out in our districts who have direct contact with students on a daily basis and this policy identifies maintaining boundaries with students and staff in our districts.
- Larry and Michael requested that the policy reviewed by Risk management prior to board approval.

C. Procedure No. 5253 Maintain Professional Staff/Student Boundaries (first read)

- See above comments

VI. NEW BUSINESS

A. Annual Organization of the Board

- In our January policies it indicates that we review our board organization annually. Susan Chair, Michael Vice-Chair, Marcia legislative contact. No changes for this year.

B. Superintendent Mid-Year Evaluation Worksheet

- All board members were provided a copy of the superintendent mid-year evaluation document in the board packet. A copy of a fillable pdf form was also emailed to each board member during the meeting.
- Susan asked that all completed forms and comments are returned to her by February 5th.

C. NCESD Audit

- State auditors will be in house in early February and will be located in the lower level of the ESD building while they are here.

- This is a 3-year accountability audit so will be a longer audit this year.

D. Board Succession Plan

- Susan shared that in January we review as a board on who is planning on continuing on the board in the next election and who may be considering retiring from their board position. Susan plans to run again in 2025.
- Michael plans to fulfill his term and see what happens.
- Cathi plans to run again in 2025.
- Larry plans for this to be his last year on the board.
- Mary plans to continue on the board.
- Richard plans to continue on the board.
- Marcia plans to serve out her current board term.

Susan thanked everyone for serving and being willing to continue to serve.

E. AESD Conference Planning Update

- Hotel rooms are booked and all the keynote speakers have been confirmed.
- Things are coming together with the planning. More to come on individual parts for each board member.
- The focus of the conference will be on AESD board business this year with content and breakouts that are relatable to board members. The conference end time will be noon on Friday, April 5th.

F. Friend of Children/Board of the Year Awards

- Nomination forms have been emailed to district superintendents. This year we will be presenting the awards at school district board meetings.

VII. **SUPERINTEDENT/BOARD REPORTS/COMMUNICATIONS**

A. The Latest of “Michelle’s Moments”

- We continue to be support system for our districts and are here to guide them and come alongside them in support.
- Kevin Chase and Larry Francois have recently announced their retirements effective June 2024.
- Out in districts providing customized board trainings this past month. Finishing up with Waterville tonight and complete Quincy in February.
- The ESD leadership team has been reviewing the current evaluation tool and looking at making some potential updates.

- AESA governing board meeting is coming up in February. This will be the last meeting.
- Communications Department has been doing a great job getting the message out for our ESD as well as some of our districts. She recently did a great job with Cascade School districts.
- Budget PLCs for superintendent are happening on Friday mornings.
- A couple districts looking at needing a special ed director. We are working with ESD 112 on making sure our districts are getting the right supports.
- A few legislative hot topics:
 - **HB 1368** - Requiring and funding the purchase of zero emission school buses. This bill was withdrawn for consideration indicating there were not enough votes to pass. The bill will likely be amended and resubmitted next week.
 - **SB 6045** - Concerning school district efficiencies and consolidations. So far does not have a lot of movement.
 - **SB 5966** - Concerning restraint or isolation of students in public schools and educational programs.
 - **SB 6216** - Establishing a statewide network for student mental and behavioral health. We currently have great advocacy and support behind this bill to continue our SAP work in districts.
 - MSOC continues to be a hot topic with districts advocating for additional funding.
 - The Early Learning Coordinators bill is currently moving. This bill will place Early Learning Coordinators at each of the ESDs.
 - **SB 5850** - Supporting students who are chronically absent and at risk for not graduating high school. (Attendance & Reengagement) This continues to be intentional work to help make sure kids make it to school and are engaged.
 - We are currently asking for additional Career Connected Learning funding.

VIII. ADJOURNMENT

- The regular business meeting was adjourned at 2:00 pm.

Board Chairperson

Board Secretary